



UNITED STATES  
CONFERENCE ON AIDS  
**USCA**  
2015 WASHINGTON, D.C.  
SEPTEMBER 10 - 13

# ABSTRACT SUBMISSION

## ABSTRACT SYSTEM USER MANUAL



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## **Call for Abstracts**

The 2015 USCA Planning Committee has issued the Call for Abstracts to solicit proposals from people working in the field of HIV/AIDS interested in convening a seminar, workshop, round table or poster presentation at USCA. When preparing submissions, please follow all guidelines outlined in this site and submit required materials on or before April 3, 2015, by 5:00 p.m. (EST). The committee will notify everyone accepted as presenters well in advance of the conference dates, and send them information concerning all applicable registration and/or hotel discounts.

## **About the Abstract Mentor Program**

The National Minority AIDS Council (NMAC) has developed this online abstract mentor program with the goal of building HIV/AIDS research capacity in Communities of Color by supporting efforts to increase the number and quality of abstracts for successful acceptance to 2012 U.S. Conference on AIDS.

This program provides abstract writing assistance to individuals working in communities of color throughout the United States, which include, but are not limited to, African American, Latino/Hispanic, Native American/Alaska Native, and Asian/Pacific Islander communities. The program supports HIV/AIDS research by providing young and/or less-experienced abstract submitters the opportunity to have access to mentoring in research and writing.

This online abstract mentor program provides an opportunity for mentees to ask for feedback from experienced abstract submitters who have been successful in abstract submission, review and presentation. Through this online abstract mentoring system, individuals will have an opportunity to have a mentor/trainer review their abstract who will be able to provide feedback in order to improve the quality of the abstract and thus increase the chance of the abstract(s) being accepted to the 2015 USCA conference. The abstract mentor program will be open from February 25, 2015, through March 27, 2015, to assist in abstract preparation. The 2015 USCA abstract submission application closes on April 3, 2015.

## **General Rules**

- Mentees will be matched to mentors who can best provide feedback in the abstract research area identified.
- Mentors will provide feedback based on a set of guidelines, and will respond to practical issues and formal requirements related to the abstract—specifically focusing on the research methods, objectives, analysis, clarity, and language.

- Mentors cannot rewrite, edit, or make changes to the abstract. Mentors can only provide comments/feedback to abstract submitters.
- Mentees cannot ask mentors whether they think their abstracts are likely to be selected by the USCA Abstract Committee.

## Steps for Requesting Abstract Preparation Assistance

To request abstract preparation assistance, mentees must request a user account. Please complete an account request form to have a user account set up and begin the mentoring process. Once you have completed the account request form, you will receive your account login information.

## Logging Onto the Web Site

To log onto the Web site, you will need a computer with an Internet connection and a browser such as Internet Explorer. Connect to the Internet and open your browser.

- Log onto <https://www.abstractcentral.org/nmac>

The Home page displays.

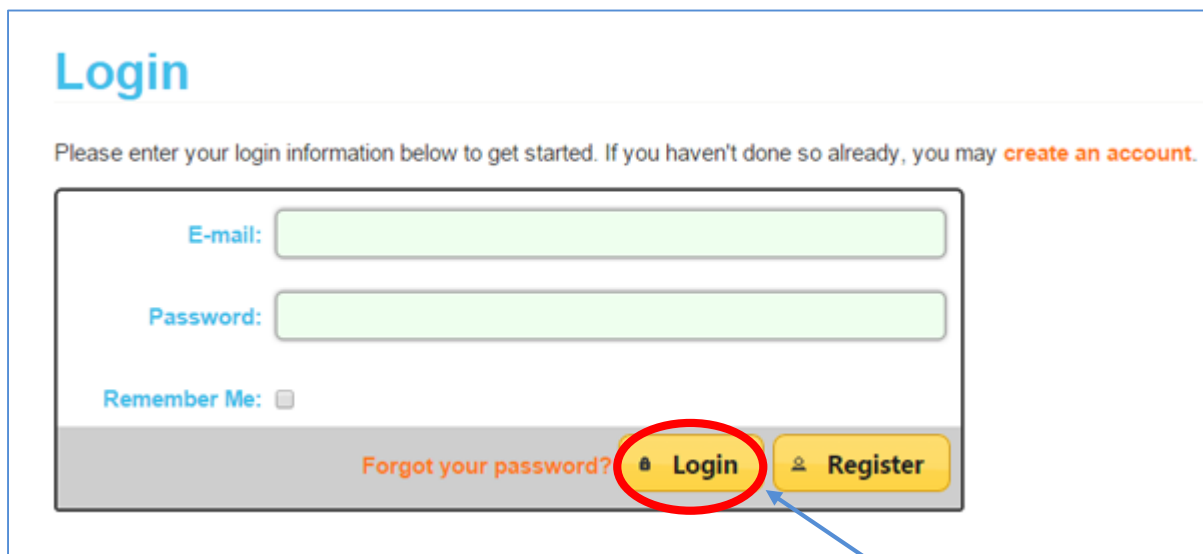
- Select **Login** from the menu at the top of the page.



The login screen displays. If you have already registered with the Web site, you can log in. If you

have not registered, you will need to create an account (see **Register**).

- To log in, type your **E-mail** address and **Password**, and click on **Login**.

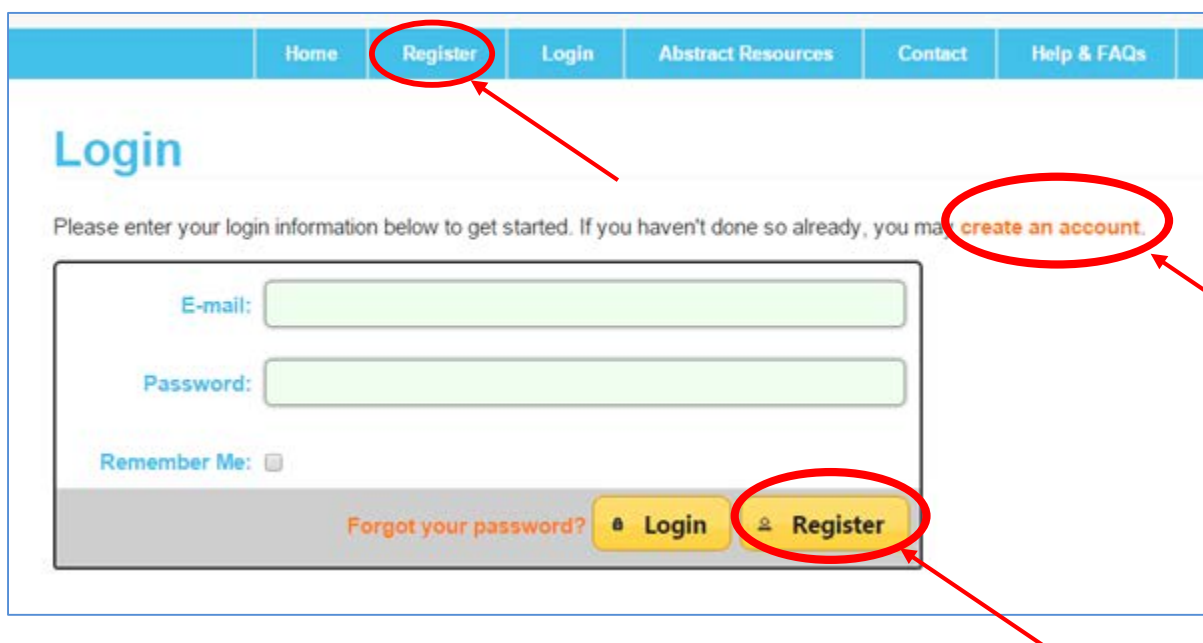


The screenshot shows the 'Login' page. At the top, the word 'Login' is in large blue font. Below it, a message says: 'Please enter your login information below to get started. If you haven't done so already, you may [create an account](#).' There are two input fields: 'E-mail:' and 'Password:'. Below these is a 'Remember Me:' checkbox. At the bottom, there is a 'Forgot your password?' link, a 'Login' button (circled in red), and a 'Register' button. A blue arrow points from the 'Login' button to the 'Register' button.

## Register

Mentees must register to create an account that will allow submission of up to two abstracts to be reviewed by a mentor and a total of six for submission to the USCA conference.

- To register, click on **Register** (in the menu bar or on the **Login** page), or click on **create an account** on the Login page.



This screenshot shows the 'Login' page with several elements circled in red and arrows pointing to them. In the top navigation bar, the 'Register' link is circled. In the main content area, the 'create an account' link in the introductory text is circled. At the bottom, the 'Register' button is circled. Arrows point from the 'Register' link in the menu bar to the 'create an account' link, and from the 'create an account' link to the 'Register' button.

The **Create an Account** form appears; fields in bold type are required.

- Complete the account creation registration form.
- Click on **Continue** at the bottom right of the form.

**Create an Account**

Please note: USCA partners and corporate sponsors may use your contact information to send e-mails and other communications regarding events at USCA. To opt out of receiving such messages, please send an e-mail request to: [communications@nmac.org](mailto:communications@nmac.org)

Fields in bold are required.

**Create an Account**

**First Name:**

**Last Name:**

**E-mail:**

**E-mail (again):**

**Password:**

**Password (again):**

**Position:**

**Organization:**

**Address:**

**City:**

**State:**

**Country:**

**Zip/Postal Code:**

**Primary Telephone:**

**Alternate Telephone:**

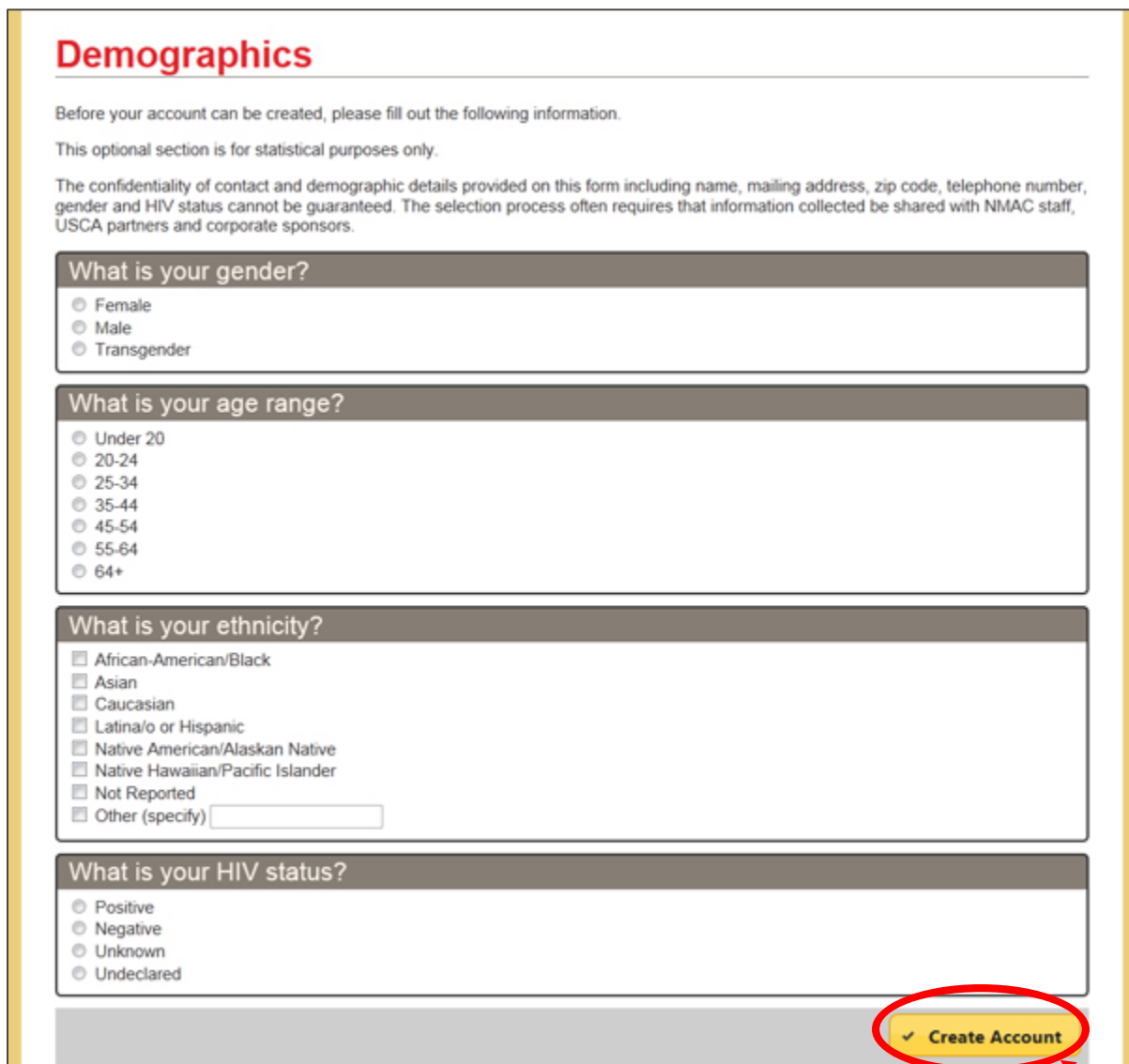
**Fax:**

**Continue**

A page comes up for selection of demographic information. This information is optional and for statistical purposes only. Note that confidentiality of contact information and demographic details provided including name, mailing address, zip code, telephone number, gender and HIV status cannot be guaranteed.

### Request Account

- After you have filled in your demographic information, click on **Create Account** at the bottom right of the form.



**Demographics**

Before your account can be created, please fill out the following information.

This optional section is for statistical purposes only.

The confidentiality of contact and demographic details provided on this form including name, mailing address, zip code, telephone number, gender and HIV status cannot be guaranteed. The selection process often requires that information collected be shared with NMAC staff, USCA partners and corporate sponsors.

**What is your gender?**

☐ Female  
☐ Male  
☐ Transgender

**What is your age range?**

☐ Under 20  
☐ 20-24  
☐ 25-34  
☐ 35-44  
☐ 45-54  
☐ 55-64  
☐ 64+

**What is your ethnicity?**

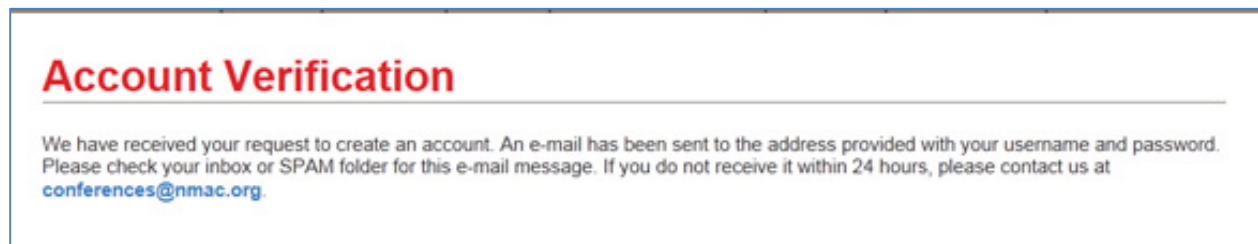
☐ African-American/Black  
☐ Asian  
☐ Caucasian  
☐ Latina/o or Hispanic  
☐ Native American/Alaskan Native  
☐ Native Hawaiian/Pacific Islander  
☐ Not Reported  
☐ Other (specify)

**What is your HIV status?**

☐ Positive  
☐ Negative  
☐ Unknown  
☐ Undeclared

**Create Account**

An **Account Verification** screen appears stating that an e-mail has been sent with your username and password.

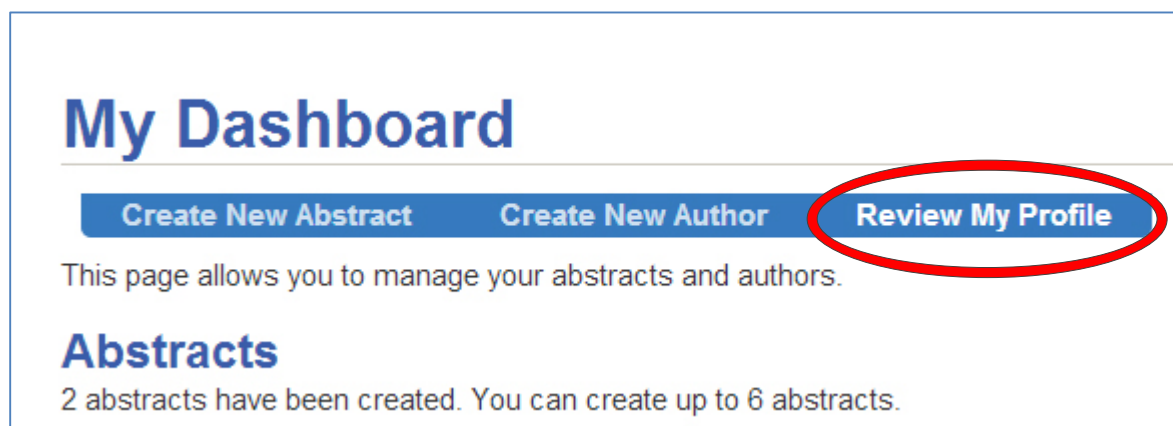


## Login

After receiving the account verification e-mail, follow the procedures described on pages 3–4 for logging onto the Web site.

## Review My Profile - Update

If you need to update the contact information located in your profile, after logging into the system select the **Review My Profile** link located on the **My Dashboard** page.





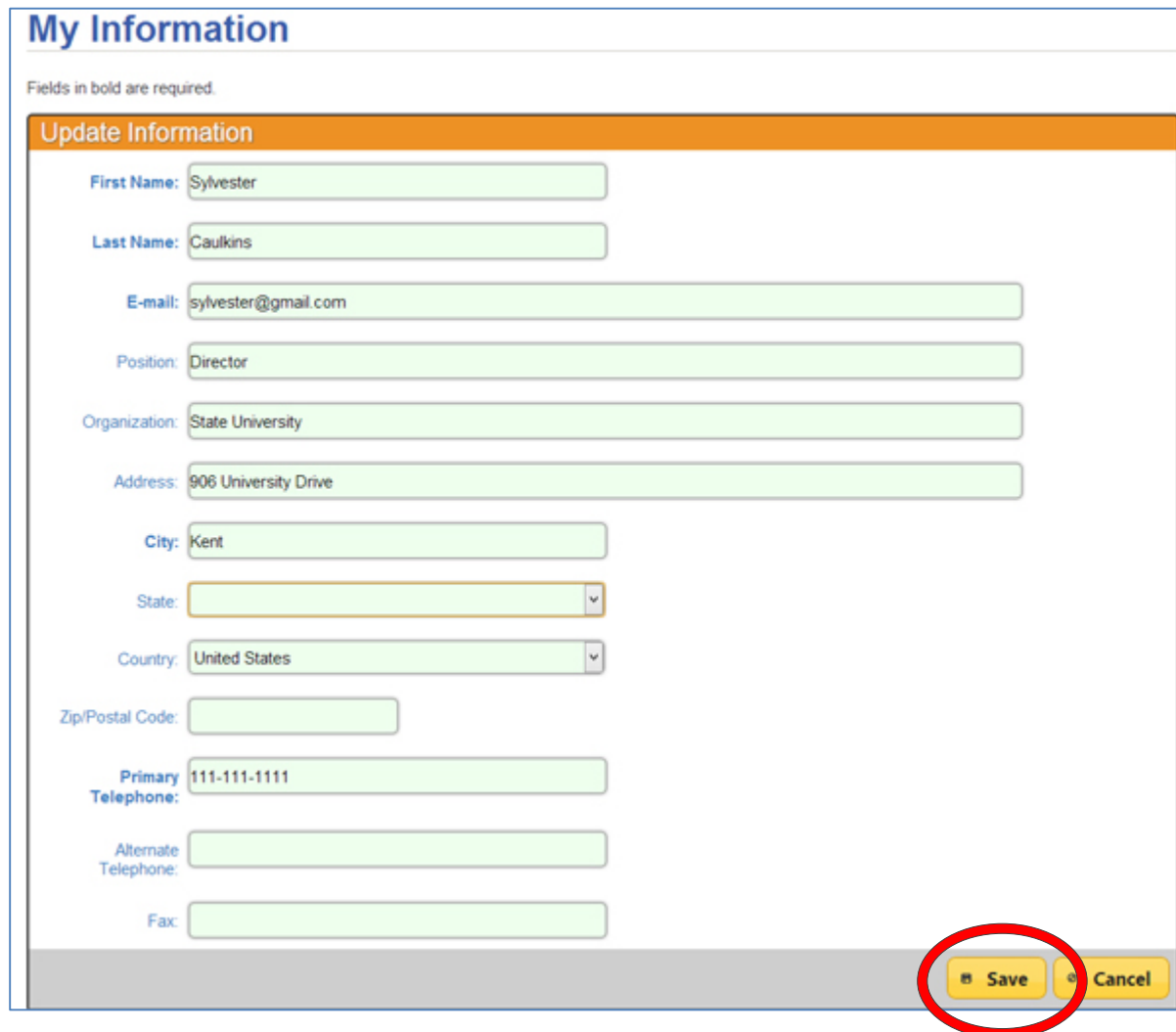
After selecting this link, a screen will display contact information currently in the system. Select the **Edit** button located at the bottom right of the screen to make changes to this information.

The screenshot shows a web interface titled "My Information". At the top right, there is a navigation bar with the text "Welcome, Sylvester | Change Password | Logout". The main content area displays the following user information:

- First Name: Sylvester
- Last Name: Cat
- E-mail: info@farrellparis.com
- Position: Director
- Organization: Kent State University
- Address: 906 University Drive
- City: Kent
- State: Ohio
- Country: United States
- Zip/Postal Code: 111-111-1111
- Primary Telephone: 111-111-1111
- Alternate Telephone:
- Fax:
- Joined: Jan 10, 2013

At the bottom right of the information box, there are two buttons: "Edit" and "Cancel". The "Edit" button is highlighted with a red circle.

Input your updated information and select the **Save** button located at the bottom right of the screen.



**My Information**

Fields in bold are required.

**Update Information**

**First Name:** Sylvester

**Last Name:** Caulkins

**E-mail:** sylvester@gmail.com

**Position:** Director

**Organization:** State University

**Address:** 906 University Drive

**City:** Kent

**State:** [Dropdown menu]

**Country:** United States [Dropdown menu]

**Zip/Postal Code:** [Text box]

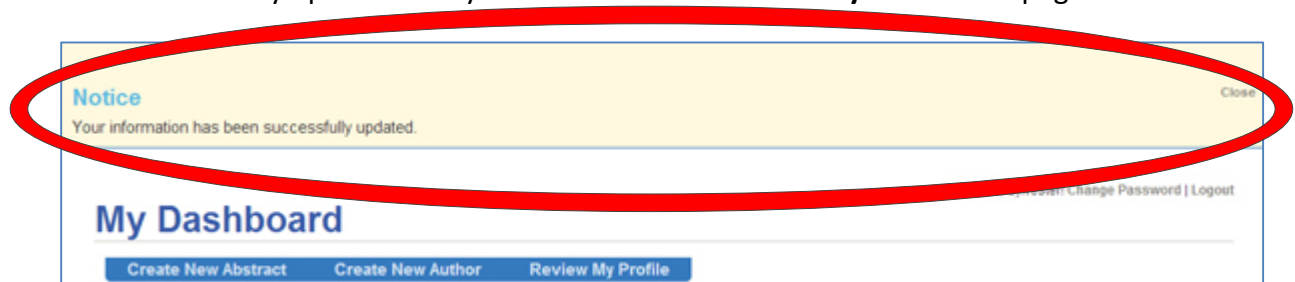
**Primary Telephone:** 111-111-1111

**Alternate Telephone:** [Text box]

**Fax:** [Text box]

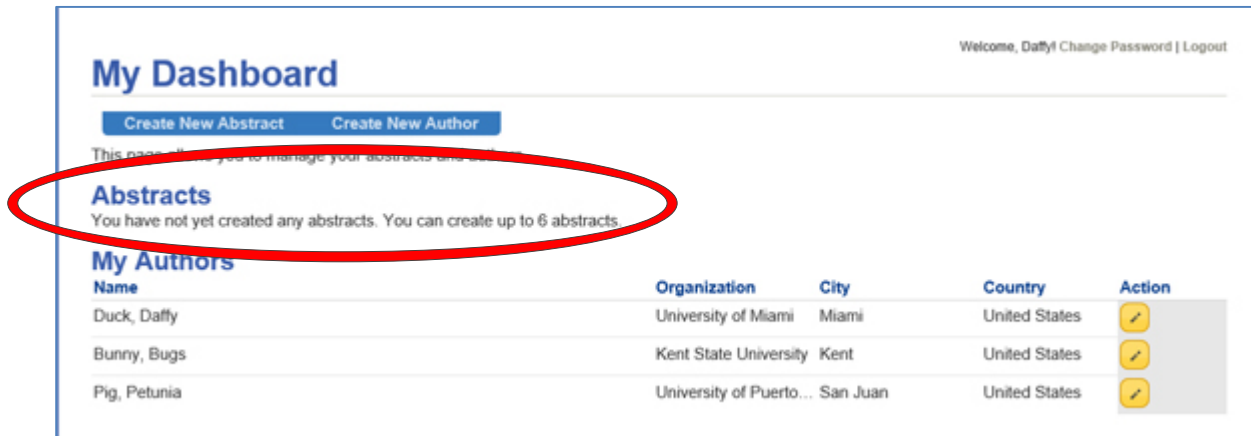
**Save** **Cancel**

Upon submission, a notification will appear at the top of the screen that the information has been successfully updated and you will be returned to the **My Dashboard** page.



## Create New Author/Create New Abstract

After clicking on **Login**, the dashboard/homepage appears, with the options to **Create New Abstract** or **Create New Author\***. The dashboard will indicate that you have not yet created any abstracts and your name will be listed as a possible author/co-author.

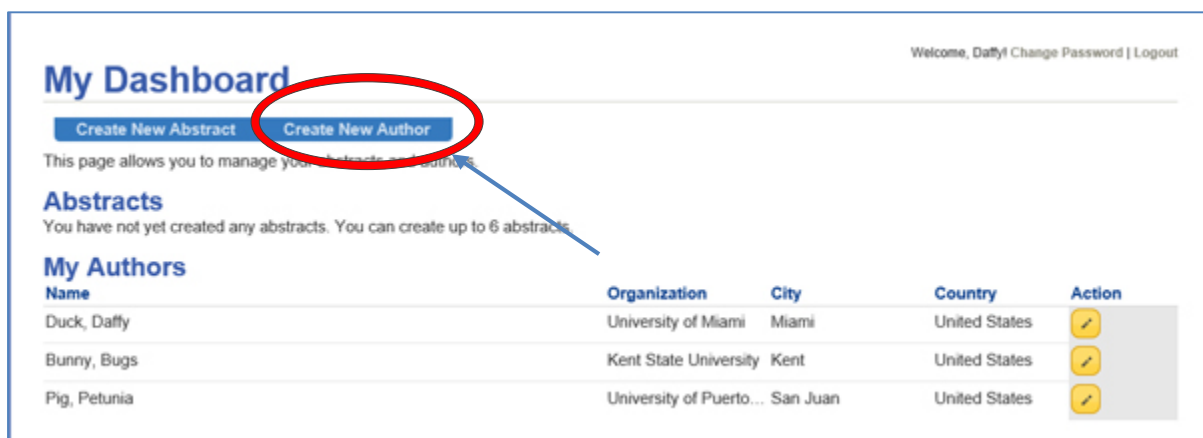


**\*Author/Co-Author** is defined as a person or persons who are involved in the research project. If you are submitting the abstract, make sure all co-authors are aware of the submission and approve of being listed on the abstract.

## Create New Author/Co-Author

The **Create New Author** tab is not connected to a particular abstract and can be selected to add a co-author to one or more abstracts. It also can be added after the abstract is created.

- Select **Create New Author**



The **Create New Author** screen displays input boxes for entry of the author's name, e-mail, affiliation, city, country and any other contact information.

- Enter the author's information.

You can save and proceed or cancel this action.

- Select **Save** to proceed.

Welcome, Sylvester

## Create New Author

Please enter the author's information below. You will be able to add this author to one or more of your abstracts.

First Name:

Last Name:

E-mail:

Position:

Organization:

City:

State:

Country:

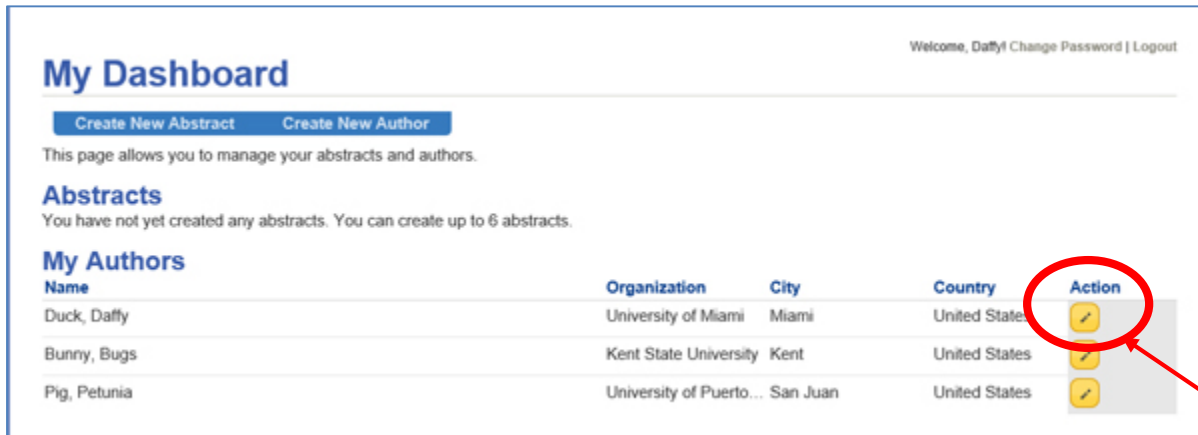
Zip/Postal Code:

Telephone:

Fax:

From the dashboard, if you want to change the information added for the new author:

- Click on the **Edit** icon  under **Action**.






**My Dashboard** Welcome, Daffyl Change Password | Logout

[Create New Abstract](#) [Create New Author](#)

This page allows you to manage your abstracts and authors.

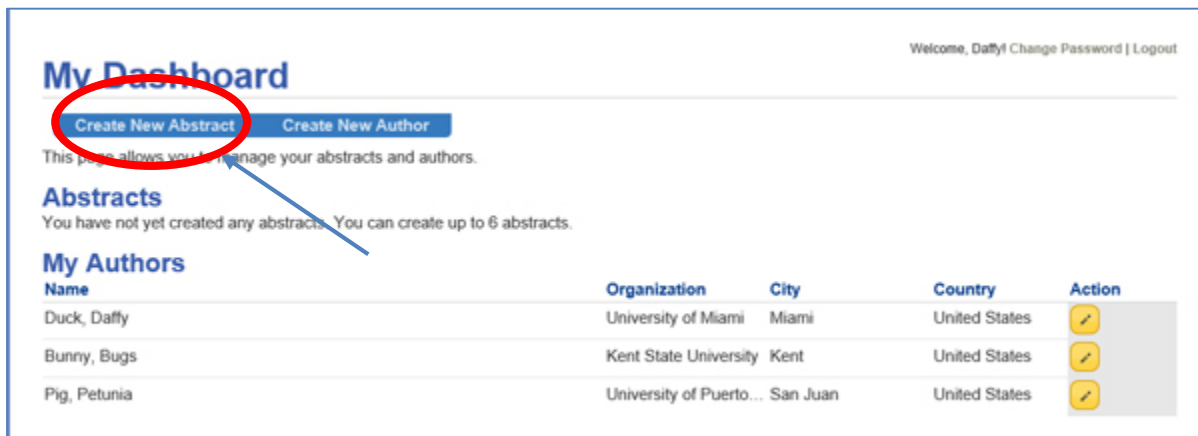
**Abstracts**  
You have not yet created any abstracts. You can create up to 6 abstracts.

**My Authors**

Name	Organization	City	Country	Action
Duck, Daffyl	University of Miami	Miami	United States	
Bunny, Bugs	Kent State University	Kent	United States	
Pig, Petunia	University of Puerto...	San Juan	United States	

### Create New Abstract

- Click on the **Create New Abstract** tab.






**My Dashboard** Welcome, Daffyl Change Password | Logout

[Create New Abstract](#) [Create New Author](#)

This page allows you to manage your abstracts and authors.

**Abstracts**  
You have not yet created any abstracts. You can create up to 6 abstracts.

**My Authors**

Name	Organization	City	Country	Action
Duck, Daffyl	University of Miami	Miami	United States	
Bunny, Bugs	Kent State University	Kent	United States	
Pig, Petunia	University of Puerto...	San Juan	United States	

The **New Abstract** page appears for entry of general information about the abstract.

#### General Information

- Click in the **General Information** field.

A screen displays for entry of the title, format, track, submission type, presentation level, and presentation type.

- Enter the **Title** for the abstract.
- Select the **Format** from the dropdown menu.
  - Format 1 = Abstracts concerning a specific program, project or study
  - Format 2 = Abstract addressing a broader issue area, problem or community need
- Select the **Presentation Track** from the dropdown menu.
- Select the **Submission Type**.
  - Note: Only those selecting **[For Mentorship]** will be provided with Mentor feedback/comments. If you select **[For Direct Submission]**, the abstract will automatically be submitted to the USCA Abstract Committee.
- Select the **Presentation Level** from the dropdown menu.
- Check all that apply of the **Presentation Type**.
- Click on **Save & Continue** at the bottom right of the screen.

Welcome, Tweety! [Change Password](#) | [Logout](#)

## HIV/AIDS in 2013

1 General Information 2 Authors 3 Body 4 Submission

Using the form below, enter general information regarding your abstract. Please [let us know](#) if your work does not fit into one of the existing [Tracks](#) ([View Track Descriptions](#)).

Title: HIV/AIDS in 2013

Format: Format 2 -- designed for skills-building or information-

Track: High Impact Prevention

Submission Type: ☒ For Mentorship ☐ For Direct Submission

Presentation Level: Advanced

Presentation Type: ☒ Seminar ☒ Workshop ☒ Roundtable ☒ Poster Presentation

### Authors

After selecting [Save & Continue], the **Select Authors** screen displays. You may now add one or more authors to your abstract. *If you have already added authors to your list of "My Authors" from the main dashboard, the name or names will appear in the list with a checkbox next to them.*

- To add an author to the list, click on **Add Author**.

Welcome, Sylvester! [Change Password](#) | [Logout](#)

## Select Authors

1 General Information 2 Authors 3 Body 4 Submission

Select the [+Add Author] button to add co-authors to your abstract. Check the box next to the author's name to add to the abstract. Once all authors have been added to the abstract, select the [Save & Continue] button below.

☐ Cat, Sylvester

☐ Bunny, Bugs

The **Create New Author** screen displays for entry of the author's name and contact information.

- Enter the Co-Author's information
- Select **Save** to proceed.

Welcome, Sylvester

## Create New Author

Please enter the author's information below. You will be able to add this author to one or more of your abstracts.

First Name:

Last Name:

E-mail:

Position:

Organization:

City:

State:

Country:

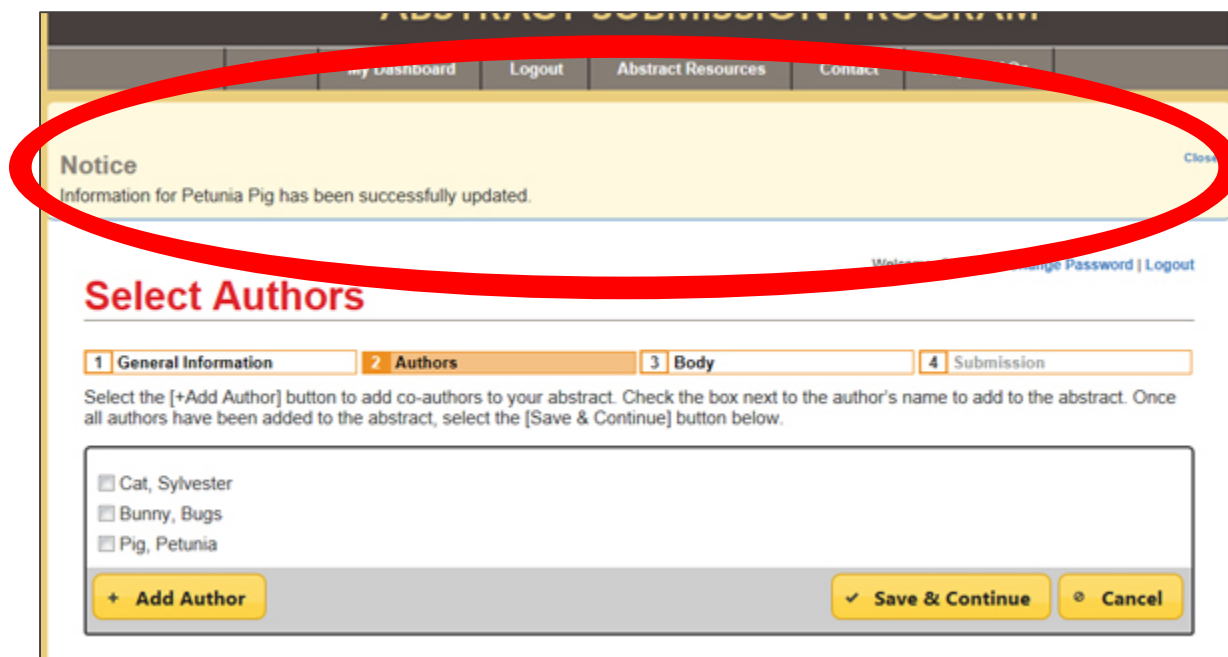
Zip/Postal Code:

Telephone:

Fax:

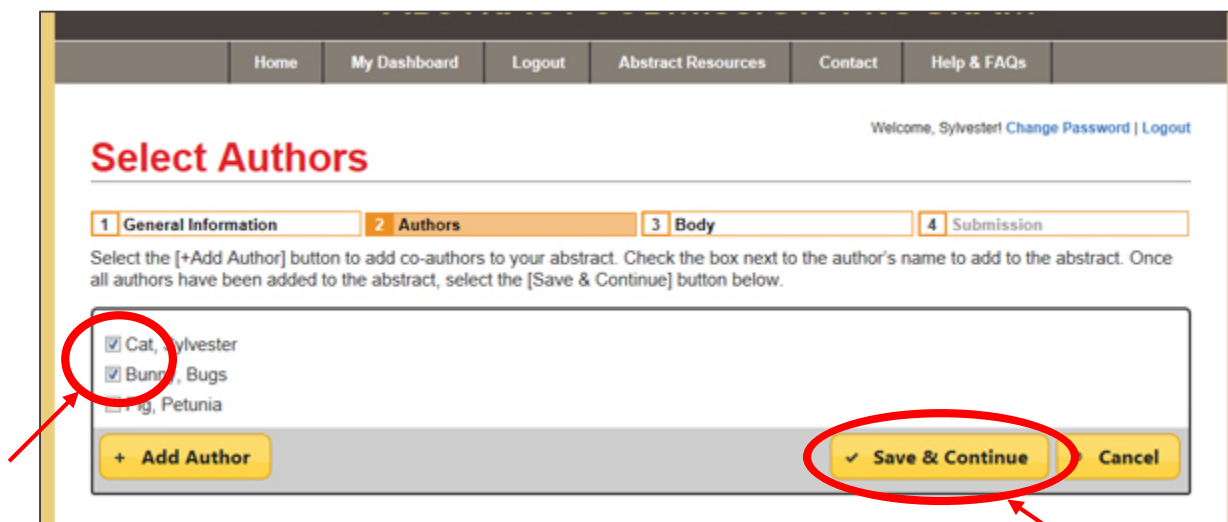
After you select **Save**, the **Select Authors** page displays, with a **Notice** that information for the author you added has been successfully updated.





### Select Authors


- To choose the authors for the abstract, check the box next to the appropriate names and select **Save & Continue**.

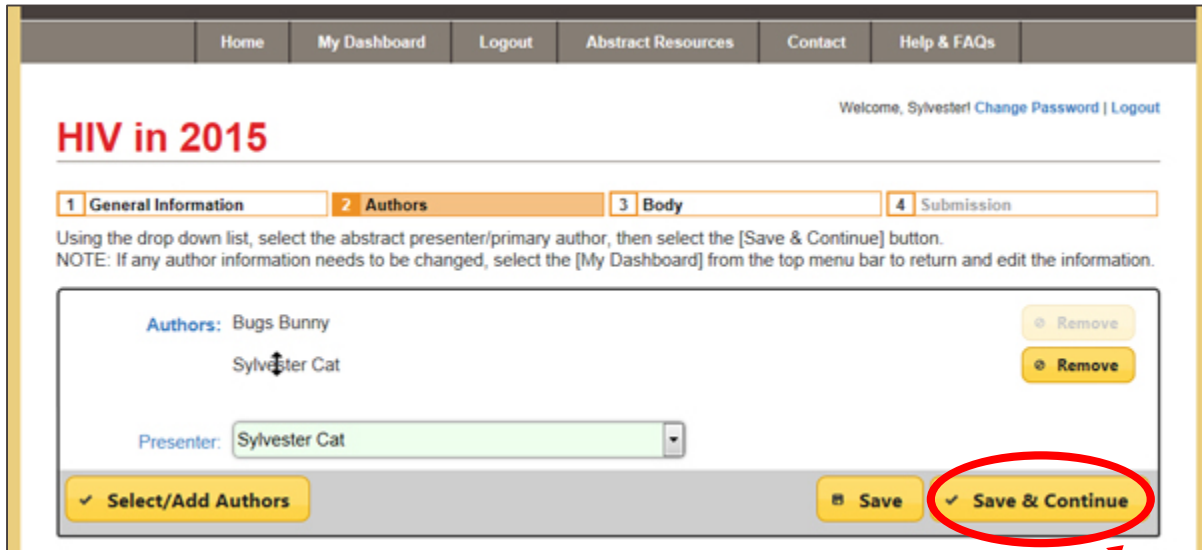


A **Notice** appears at the top of the screen indicating that the author selection has been successfully updated.

### Select Presenter

If **Save & Continue** is selected, a screen appears where you can **Order** the appearance of the author names and for selection of **Presenter** if there is more than one author.

- Place your cursor over the author's name until it becomes a double-arrow . Then you click and drag to reorder the names.
- You can remove authors from the list by clicking **Remove** next to the names.



The screenshot shows the 'HIV in 2015' submission interface. At the top is a navigation bar with links: Home, My Dashboard, Logout, Abstract Resources, Contact, and Help & FAQs. Below this is a welcome message: 'Welcome, Sylvester! Change Password | Logout'. The main heading is 'HIV in 2015'. There are four tabs: 1 General Information, 2 Authors (selected), 3 Body, and 4 Submission. Instructions state: 'Using the drop down list, select the abstract presenter/primary author, then select the [Save & Continue] button. NOTE: If any author information needs to be changed, select the [My Dashboard] from the top menu bar to return and edit the information.' The 'Authors' section lists 'Bugs Bunny' and 'Sylvester Cat'. Each name has a 'Remove' button to its right. A double-headed arrow is positioned between the two names, indicating they can be reordered. Below the authors is a 'Presenter' dropdown menu currently showing 'Sylvester Cat'. At the bottom of the form are three buttons: 'Select/Add Authors' (with a checkmark icon), 'Save' (with a floppy disk icon), and 'Save & Continue' (with a checkmark icon). The 'Save & Continue' button is circled in red, and a red arrow points to it from the right.

- To select the presenter, choose the presenter's name from the dropdown menu and click **Save** to remain on the screen or **Save & Continue** to proceed to the next step.
- Select **Save & Continue** to bring up the screen for entry of the abstract body.

## Enter Body of Abstract

The categories for entry of the abstract are Objective/Topic, Methods/Issues, Results/Learning Objective, and Conclusions/Strategies, Methods, Models, Examples. There are boxes under each category for comments for the mentor. A word-processing menu bar facilitates text entry.

- Enter text in each category, along with comments if desired.

You can compress each section so that you do not have to scroll down each section.

- Click on **Hide** in the field you wish to compress.

Selection of **Save** allows you to view the screen again with the text entered. You can continue to enter text if you wish.

Selection of **Save & Continue** allows you to proceed to the **Submission** screen.

- Select **Save** to view the screen again.
- Select **Save & Continue** to proceed to **Submission** of the abstract.

**HIV in 2015**

Welcome, Sylvester | Change Password | Logout

1 General Information 2 Authors 3 Body 4 Submission

Please complete the following sections of the abstract body. You may also leave a comment that will be visible to the mentor during the review of your abstract.

**OBJECTIVE/TOPIC** Hide

Social networking has been very popular over the very years, especially in light of the popularity of the internet and the social networking websites. The increase in social networking between people has facilitated sexual encounters, many of which are risky sexual encounters. The purpose of this study is to explore the role of internet social networking among college students in Puerto Rico and the subsequent involvements in risky sexual encounters. During the first semester of 2011, 261 college students from three different universities in Puerto Rico completed a short questionnaire that measured their attitudes and behaviors related to the use of internet social networking and risky sexual behaviors. The questionnaire was administered both online through Facebook and a pen and paper copy given to students at the different universities who volunteered to participate in this study.

During the first semester of 2011, 261 college students from three different universities in Puerto Rico completed a short questionnaire that measured their attitudes and behaviors related to the use of internet social networking and risky sexual behaviors. The questionnaire was administered both online through Facebook and a pen and paper copy given to students at the different universities who volunteered to participate in this study.

Comment:

**METHODS/ISSUES** Hide

During the first semester of 2011, 261 college students from three different universities in Puerto Rico completed a short questionnaire that measured their attitudes and behaviors related to the use of internet social networking and risky sexual behaviors. The questionnaire was administered both online through Facebook and a pen and paper copy given to students at the different universities who volunteered to participate in this study.

1. During the first semester of 2011, 261 college students from three different universities in Puerto Rico completed a short questionnaire that measured their attitudes and behaviors related to the use of internet social networking and risky sexual behaviors. The questionnaire was administered both online through Facebook and a pen and paper copy given to students at the different universities who volunteered to participate in this study.

2. During the first semester of 2011, 261 college students from three different universities in Puerto Rico completed a short questionnaire that measured their attitudes and behaviors related to the use of internet social networking and risky sexual behaviors. The questionnaire was administered both online through Facebook and a pen and paper copy given to students at the different universities who volunteered to participate in this study.

Comment:

**RESULTS/LEARNING OBJECTIVES** Hide

According to the preliminary data, it was revealed that men used the internet more often than women to social network in order to meet and have sexual encounters with willing partners. The primary reason given for using this mechanism was the privacy level associated with using the internet. They reported being able to meet up with and have sex with anonymous partners, often engaging in risky (no-condom use) sexual behaviors as a primary motivator for using the internet social networking. According to the preliminary data, it was revealed that men used the internet more often than women to social network in order to meet and have sexual encounters with willing partners. The primary reason given for using this mechanism was the privacy level associated with using the internet. They reported being able to meet up with and have sex with anonymous partners, often engaging in risky (no-condom use) sexual behaviors as a primary motivator for using the internet social networking.

Comment:

**CONCLUSIONS/STRATEGIES, METHODS, MODELS, EXAMPLES** Hide

prompted many persons to search for sex with anonymous partners, which may translate into more efficient disease transmission, especially if condoms are not being used. In addition, it also facilitates encounters in-person with partners who are willing to engage in the same high-risk sexual behaviors as the seeker of these partners. It is necessary to address this issue and promote targeted messages to decrease this risky behavior among college students. In addition, it is important to recognize that the internet and social networking sites can also offer many opportunities to promote information about HIV/STI prevention among members of this population. As such, more research is needed in this area among college students, considering how popular the internet is among members of this population, in order to identify the factors that are contributing to their continuing engaging in high-risk sexual behaviors with anonymous partners identified through the social networking sites available online. As such, appropriate intervention messages and programs can be developed and implemented targeting the population in hopes of reducing their risk of contracting HIV/STIs.

HIV in Washington, DC

ZIP CODE AREA	FEMALE +25 YEARS OLD	MALE +25 YEARS OLD	FEMALE +25 YEARS OLD	MALE +25 YEARS OLD
20001	25%	25%	25%	15%

Comment:

**Save** **Save & Continue**

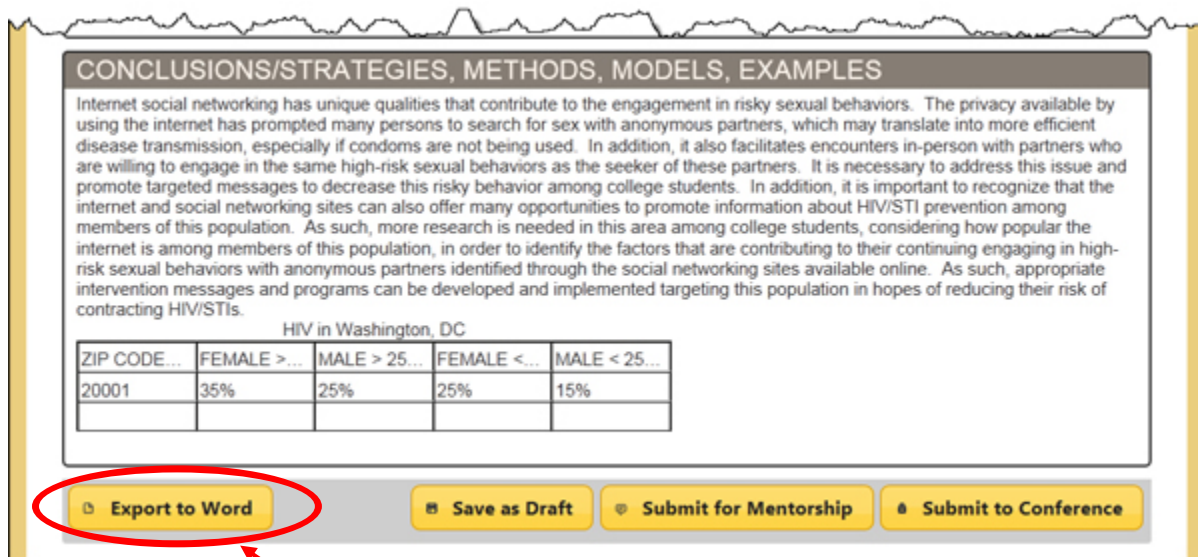
## Export, Save, or Edit Abstract

The **Submission** screen displays the choices **Export to Word**, **Save as Draft**, **Submit for Review**, and **Complete Abstract**.

### Export to Word

You may export your abstract if you wish to open or save it in Microsoft Word format.

- Click on **Export to Word** on the lower left hand side of the screen.



The screenshot shows a web interface for submitting an abstract. At the top, there is a header bar with the text "CONCLUSIONS/STRATEGIES, METHODS, MODELS, EXAMPLES". Below this is a text area containing a paragraph about internet social networking and risky sexual behaviors. Underneath the text is a table titled "HIV in Washington, DC". The table has five columns: "ZIP CODE...", "FEMALE >...", "MALE > 25...", "FEMALE <...", and "MALE < 25...". The first row of data shows "20001", "35%", "25%", "25%", and "15%". Below the table is a row of four buttons: "Export to Word", "Save as Draft", "Submit for Mentorship", and "Submit to Conference". The "Export to Word" button is circled in red, and a red arrow points to it from below.

ZIP CODE...	FEMALE >...	MALE > 25...	FEMALE <...	MALE < 25...
20001	35%	25%	25%	15%

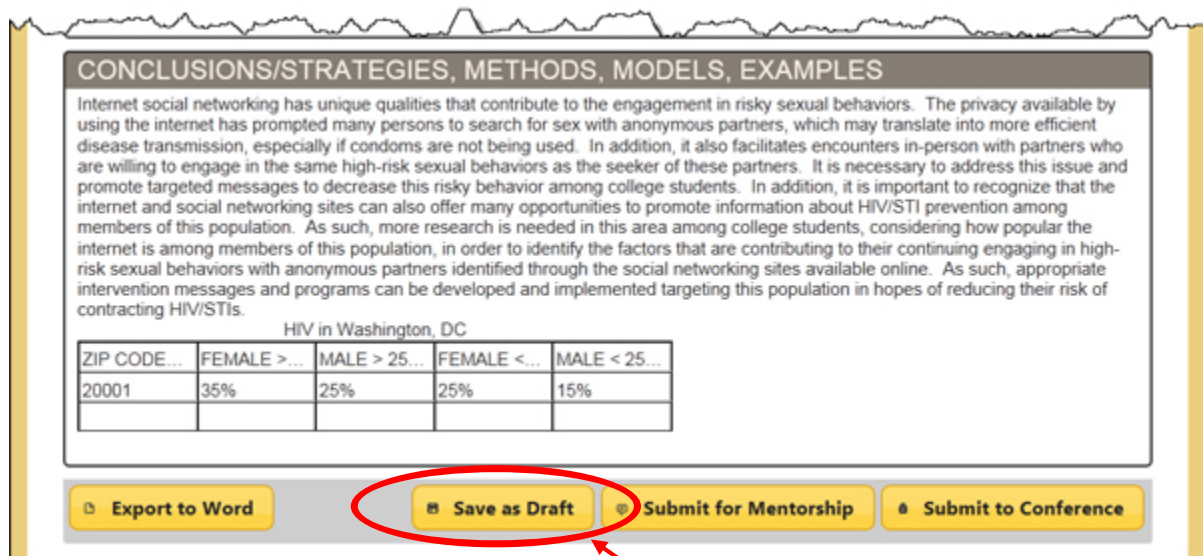
Depending on the Web browser you are using, a pop-up message displays asking whether you want to **Open** or **Save** the abstract in Microsoft Word format.



### Save as Draft

Select **Save as Draft** if you want to save the abstract without submitting it for mentorship assistance or submission to the conference.

- Click on **Save as Draft** at the lower middle of the screen.



After clicking **Save as Draft**, your **My Dashboard** page will display with your new abstract listed under **Abstracts**.

Home
My Dashboard
Logout
Abstract Resources
Contact
Help & FAQs

Welcome, Tweety! [Change Password](#) | [Logout](#)

## My Dashboard

[Create New Abstract](#)
[Create New Author](#)

This page allows you to manage your abstracts and authors.

### Abstracts

2 abstracts have been created. You can create up to 6 abstracts.

#### Abstracts for Mentorship

1 abstract has been created. You can create up to 2 abstracts.

Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	B. Clinical Science	Draft	Jan 10, 2013	<a href="#">Edit</a> <a href="#">Submit</a> <a href="#">Cancel</a>

#### Abstracts for Direct Submission to USCA


Title	Track	Status	Last Updated	Action
HIV/AIDS in 2014	A. Basic Science	Submitted	Jan 10, 2013	<a href="#">Edit</a>

### My Authors

Name	Organization	City	Country	Action
Bird, Tweety	Birds R Us	San Diego	United States	<a href="#">Edit</a>
Cat, Sylvester	Cats R Us	Columbus	United States	<a href="#">Edit</a>
Pig, Petunia	Pigs R Us	Charlotte	United States	<a href="#">Edit</a>

The **Status** column will show that the abstract is in “Draft” and has NOT been submitted for Mentor Feedback.

### Edit Abstract

The **Edit** icon  under **Action** can be selected to edit **General Information**, **Authors**, and the **Body** of the abstract.

- Click the **Edit** icon .

#### Abstracts for Mentorship

2 abstracts have been created. You can create up to 2 abstracts.


Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	B. Clinical Science	Draft	Jan 10, 2013	<a href="#">Edit</a> <a href="#">Submit</a> <a href="#">Cancel</a>
HIV in 2020	D. Social Science,...	Awaiting Feedback	Jan 10, 2013	<a href="#">Edit</a>

The abstract **General Information** page will open and can be edited.



- Click on **Authors** to add or delete authors.
- Click on **Body** to edit the abstract text.
- Click on **Submission** to submit the abstract for review.
- Click on **Save & Continue** to proceed to submitting your abstract for review.

### Delete an Abstract

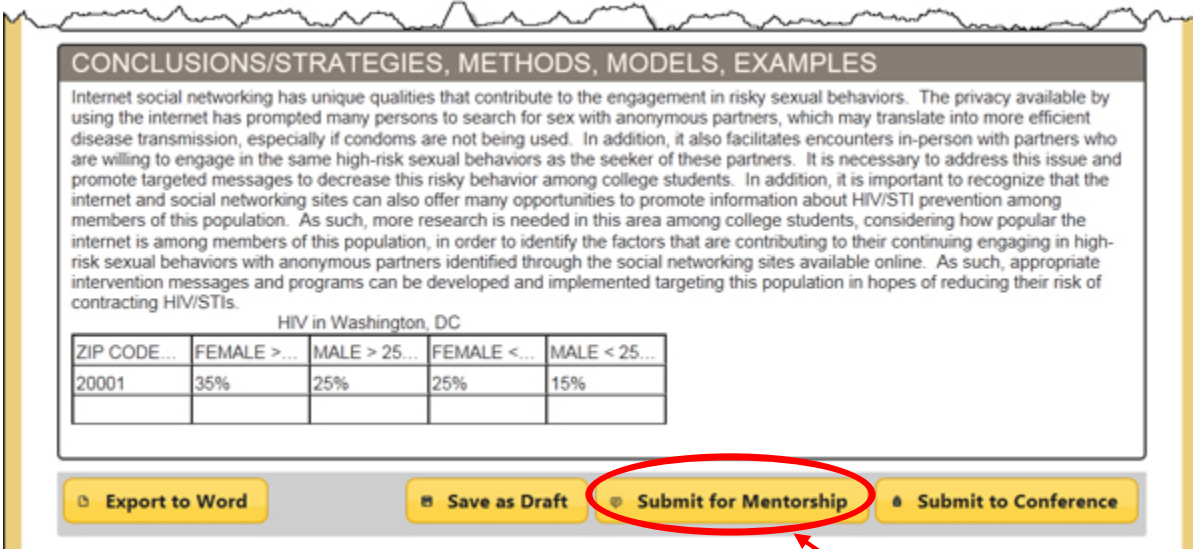
The **Delete** icon  under **Action** can be selected if the abstract is still in “Draft” status and you want to remove it from your account.

- Click the **Delete** icon .

### Submit for Mentorship Assistance

Select **Submit for Mentorship** if you are ready to submit your abstract for review by a mentor. You may submit your abstract for second review after you make changes to it based on feedback from your mentor.

- Click on **Submit for Mentorship** on the lower right hand side of the screen.



**CONCLUSIONS/STRATEGIES, METHODS, MODELS, EXAMPLES**

Internet social networking has unique qualities that contribute to the engagement in risky sexual behaviors. The privacy available by using the internet has prompted many persons to search for sex with anonymous partners, which may translate into more efficient disease transmission, especially if condoms are not being used. In addition, it also facilitates encounters in-person with partners who are willing to engage in the same high-risk sexual behaviors as the seeker of these partners. It is necessary to address this issue and promote targeted messages to decrease this risky behavior among college students. In addition, it is important to recognize that the internet and social networking sites can also offer many opportunities to promote information about HIV/STI prevention among members of this population. As such, more research is needed in this area among college students, considering how popular the internet is among members of this population, in order to identify the factors that are contributing to their continuing engaging in high-risk sexual behaviors with anonymous partners identified through the social networking sites available online. As such, appropriate intervention messages and programs can be developed and implemented targeting this population in hopes of reducing their risk of contracting HIV/STIs.

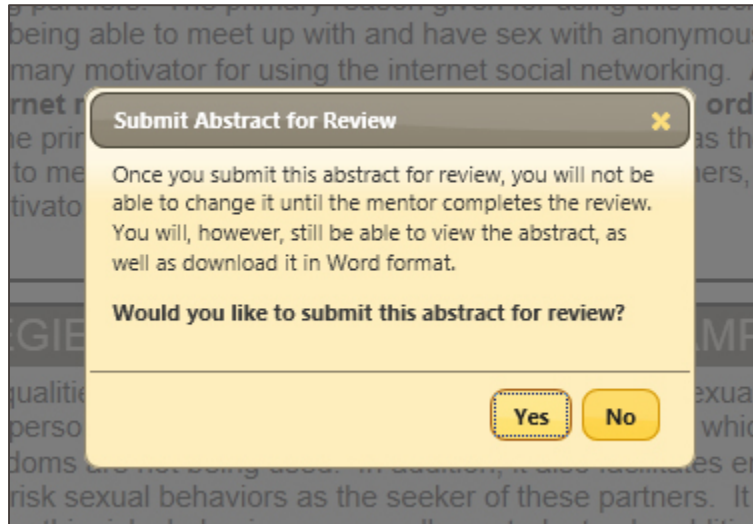
HIV in Washington, DC

ZIP CODE...	FEMALE >...	MALE > 25...	FEMALE <...	MALE < 25...
20001	35%	25%	25%	15%

Export to Word   Save as Draft   **Submit for Mentorship**   Submit to Conference

### Verification to Submit for Mentorship Review and Feedback

A small screen entitled **Submit Abstract for Review** pops up requesting verification that you would like to submit the abstract for review and stating that once you submit it, you will not be able to change it until the mentor completes a review.



Select **Yes** or **No**.

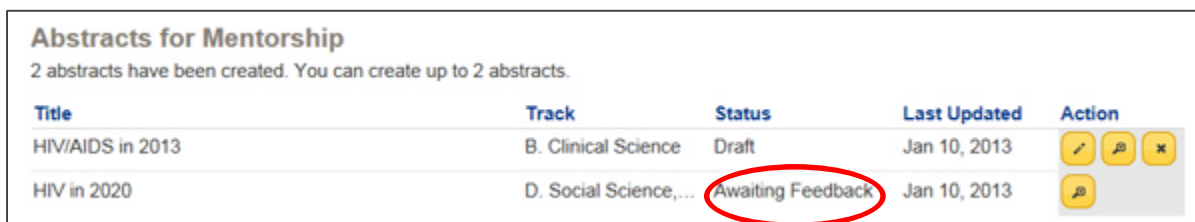
- If you do not wish to submit your abstract for review, click on the **No** button.





Selection of **No** takes you back to the abstract.

- If you wish to submit your abstract for review, click on the **Yes** button.




Selection of **Yes** brings up the **My Dashboard** page showing the status of your abstract, with a **Notice** that your abstract has been successfully submitted for review.

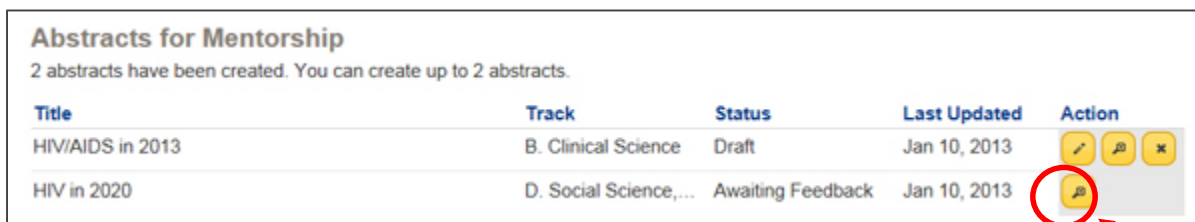






Abstracts for Mentorship				
2 abstracts have been created. You can create up to 2 abstracts.				
Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	B. Clinical Science	Draft	Jan 10, 2013	  
HIV in 2020	D. Social Science,...	Awaiting Feedback	Jan 10, 2013	

You will also receive a message from the USCA Abstract Assistance office stating that after the mentor completes the review, you will receive an e-mail notification regarding the recommended changes, and to contact NMAC if you do not receive a response within 4 business days.

### View Abstract



If the abstract is **Complete** or **Awaiting Feedback**, only the **Details** icon displays. Selection of the **Details** icon  allows viewing the abstract without making changes. You can export the abstract with or without comments and open or save the abstract in a Microsoft Word format.










Abstracts for Mentorship				
2 abstracts have been created. You can create up to 2 abstracts.				
Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	B. Clinical Science	Draft	Jan 10, 2013	  
HIV in 2020	D. Social Science,...	Awaiting Feedback	Jan 10, 2013	

### Viewing Mentor Comments

Once your mentor has reviewed and submitted comments on your abstract, you will receive an e-mail notification to log onto the Web site to view this information. Follow the procedures described on pages 3–4 for logging onto the Web site.

Once you log on, the **My Dashboard** page displays. The **Edit** icon  will again appear next to the **Details** icon . The **Status** will display as “In Progress” indicating the mentorship process is in progress.

Abstracts for Mentorship				
2 abstracts have been created. You can create up to 2 abstracts.				
Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	High Impact Preve...	Draft	Jan 10, 2013	  
HIV in 2020	Linkage to HIV Car...	In Progress	Jan 11, 2013	  

- Use the **Edit** icon  to edit the abstract and view the mentor's comments.
- Select the [Save & Continue] buttons to move to **Section 3. Body** to view the mentor's feedback and suggestions.
- The body of the abstract is displayed and the mentor's feedback/response is visible under the green **Comment** boxes. You can now make desired revisions in the appropriate sections of the abstract, and/or you can type comments in the green boxes.

Enter YOUR comments or questions here

Comment:


Mentor's feedback

Response:

You need to provide more background information on this study - why you decided to become involved, etc.

METHODS/ISSUES

Hide




Internet social networking has unique qualities that contribute to the engagement in risky sexual behaviors. The privacy available by using the internet has prompted many persons to search for sex with anonymous partners, which may translate into more efficient disease transmission, especially if condoms are not being used. In addition, it also facilitates encounters in-person with partners who are willing to engage in the same high-risk sexual behaviors as the seeker of these partners. It is necessary to address this issue and promote targeted messages to decrease this risky behavior among college students. In addition, it is important to recognize that the internet and social networking sites can also offer many opportunities to promote information about HIV/STI prevention among members of this population. As such, more research is needed in this area among college students, considering how popular the internet is among members of this population, in order to identify the factors that are contributing to their continuing engaging in high-risk sexual behaviors with anonymous partners identified through the social networking sites available online. As such, appropriate intervention messages and programs can be developed and implemented targeting this population in hopes of reducing their risk of contracting HIV/STIs.

Comment:

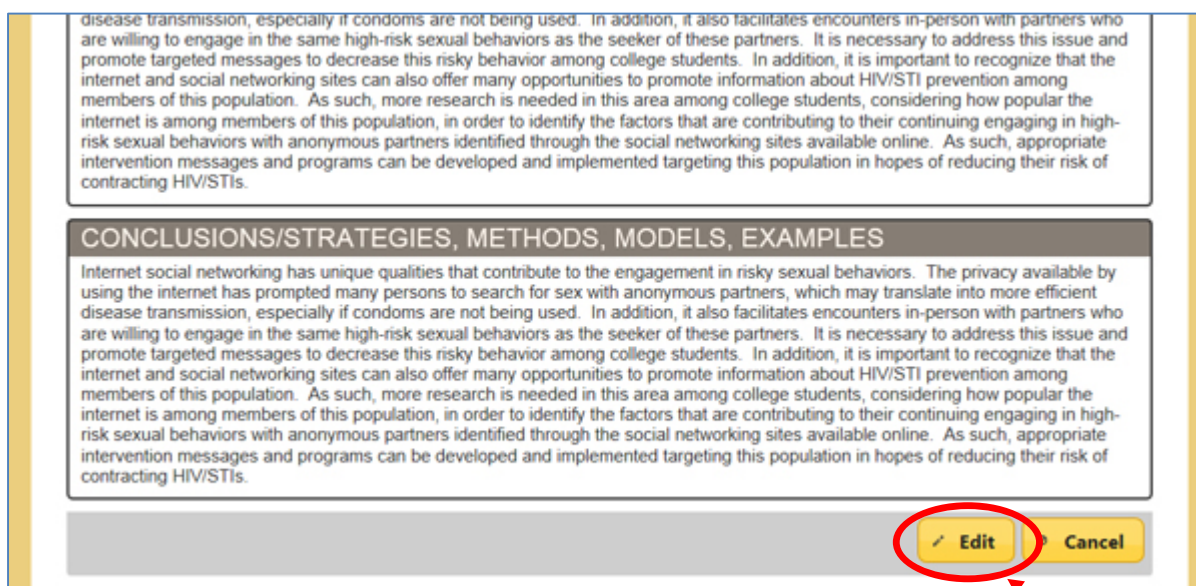
Response:

What other issues did you face?

- Mentors can provide up to two cycles of review for each abstract.
- To view the text of the abstract, click on **Details** icon  under **Action** for that abstract.

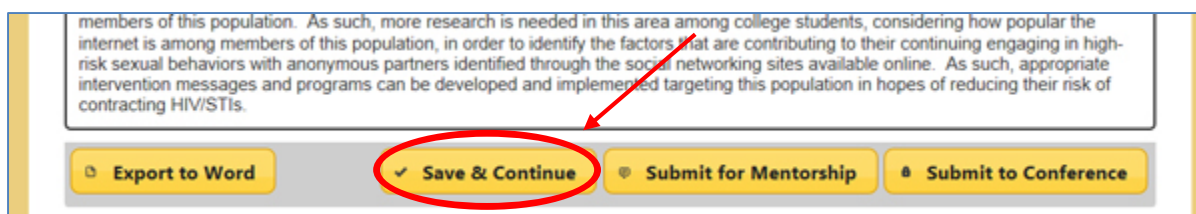
The abstract displays on the screen.

- To view abstract with the mentor's comments, select **Edit** and select the [Save & Continue] buttons to move to **Section 3. Body** to view the mentor's feedback and suggestions.

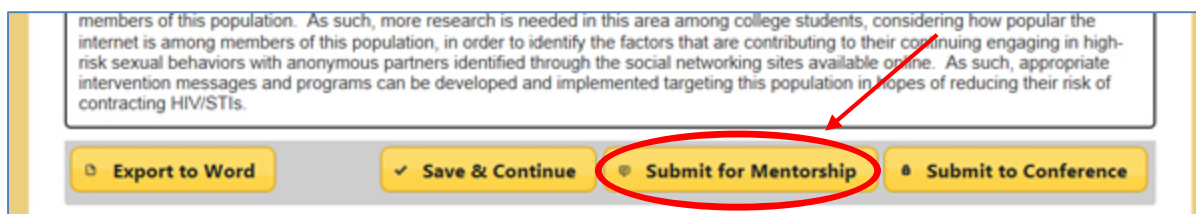


## Submission Options

- Select **Save & Continue** if you want to continue to work on your abstract and/or send comments to your mentor.



- Select **Submit for Mentorship** if you want to send your updated abstract and/or comments to your mentor for another review round.



The mentor will be notified you have submitted an updated abstract and/or comments. The abstract status will appear as **Awaiting Feedback** on your dashboard home page.

**Abstracts for Mentorship**  
2 abstracts have been created. You can create up to 2 abstracts.

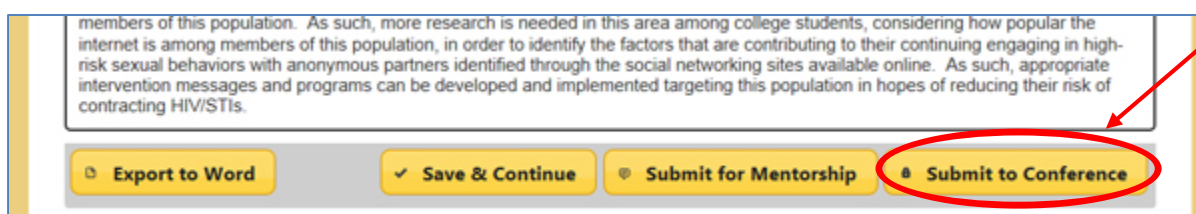
Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	High Impact Preve...	Draft	Jan 10, 2013	[Edit] [Delete] [X]
HIV in 2020	Linkage to HIV Ca...	<b>Awaiting Feedback</b>	Jan 11, 2013	[Edit]

Once the mentor has submitted a response, you will be notified by e-mail and the status will change to **In Progress** on your dashboard home page.

**Abstracts for Mentorship**  
2 abstracts have been created. You can create up to 2 abstracts.

Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	High Impact Preve...	Draft	Jan 10, 2013	[Edit] [Delete] [X]
HIV in 2020	Linkage to HIV Ca...	<b>In Progress</b>	Jan 11, 2013	[Edit]

- Select **Submit to Conference** if you are satisfied with your abstract and are ready to submit for review by the USCA Abstract Committee for presentation at USCA.



## Complete Abstract & Submit to Conference

Select **Submit to Conference** if you are finished working on your abstract.

- Click on **Submit to Conference** on the bottom right of the screen.

**CONCLUSIONS/STRATEGIES, METHODS, MODELS, EXAMPLES**

Internet social networking has unique qualities that contribute to the engagement in risky sexual behaviors. The privacy available by using the internet has prompted many persons to search for sex with anonymous partners, which may translate into more efficient disease transmission, especially if condoms are not being used. In addition, it also facilitates encounters in-person with partners who are willing to engage in the same high-risk sexual behaviors as the seeker of these partners. It is necessary to address this issue and promote targeted messages to decrease this risky behavior among college students. In addition, it is important to recognize that the internet and social networking sites can also offer many opportunities to promote information about HIV/STI prevention among members of this population. As such, more research is needed in this area among college students, considering how popular the internet is among members of this population, in order to identify the factors that are contributing to their continuing engaging in high-risk sexual behaviors with anonymous partners identified through the social networking sites available online. As such, appropriate intervention messages and programs can be developed and implemented targeting this population in hopes of reducing their risk of contracting HIV/STIs.

HIV in Washington, DC

ZIP CODE...	FEMALE > 25...	MALE > 25...	FEMALE < 25...	MALE < 25...
20001	35%	25%	25%	15%

### Verification to Complete Abstract

A small screen entitled **Complete Abstract** pops up requesting verification that you would like to complete the abstract and stating that once you complete it, you will no longer be able to change it or submit it for review, but you will still be able to view the abstract, as well as download it in Microsoft Word format. (See **Export to Word** in the previous section.)

**Complete Abstract** ✕

Once you submit this abstract to the conference, you will no longer be able to change it or submit it for review. You will, however, still be able to view the abstract, as well as download it in Word format.

**Would you like to complete this abstract?**

Select **Yes** or **No**.

- If you still want to be able to make changes to your abstract, click on the **No** button.

Selection of **No** takes you back to the abstract.

- If your abstract is complete, click on the **Yes** button.



Selection of **Yes** brings up the **My Dashboard** page showing the status of your abstract, with a **Notice** that it has been successfully completed.

The screenshot shows the 'My Dashboard' page. At the top, a navigation bar includes links for Home, My Dashboard, Abstract Resources, Contact, Help & FAQs, and Logout. A yellow notice box at the top left states: 'Notice: Your abstract has been successfully submitted.' Below this, the 'My Dashboard' title is followed by buttons for 'Create New Abstract' and 'Create New Author'. A message says: 'This page allows you to manage your abstracts and authors.' Under the 'Abstracts' section, it says '3 abstracts have been created. You can create up to 6 abstracts.' Under 'Abstracts for Mentorship', it says '2 abstracts have been created. You can create up to 2 abstracts.' A table lists the abstracts:


Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	High Impact Preve...	Draft	Jan 10, 2013	[Edit] [Details] [Delete]
HIV in 2020	Linkage to HIV Car...	Submitted	Jan 11, 2013	[Details]

You also will receive an e-mail from the USCA Abstract Assistance office stating that the abstract has been submitted for USCA.

## Create Additional Abstract

After you have created one abstract, you can create a second one for mentorship at any point in the process by going back to the **My Dashboard** page. In addition, information about your abstracts and authors will be listed on that page and can be edited or reviewed.

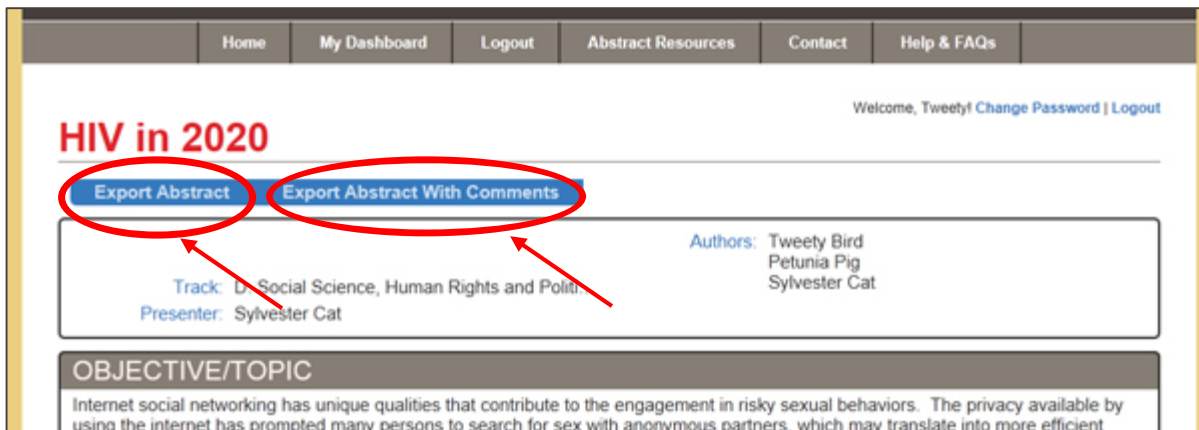
## Export Abstract

- To export an abstract, click on the **Details** icon  under **Action** on the **My Dashboard** page.

This is a close-up of the 'Abstracts for Mentorship' section from the dashboard. It shows a table with the following data:

Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	B. Clinical Science	Draft	Jan 10, 2013	[Edit] [Details] [Delete]
HIV in 2020	D. Social Science,...	Awaiting Feedback	Jan 10, 2013	[Details]

- Select **Export Abstract** or **Export Abstract with Comments**.



Depending on your Web browser, a pop-up message displays asking whether you want to **Open** or **Save** the abstract in Microsoft Word format.

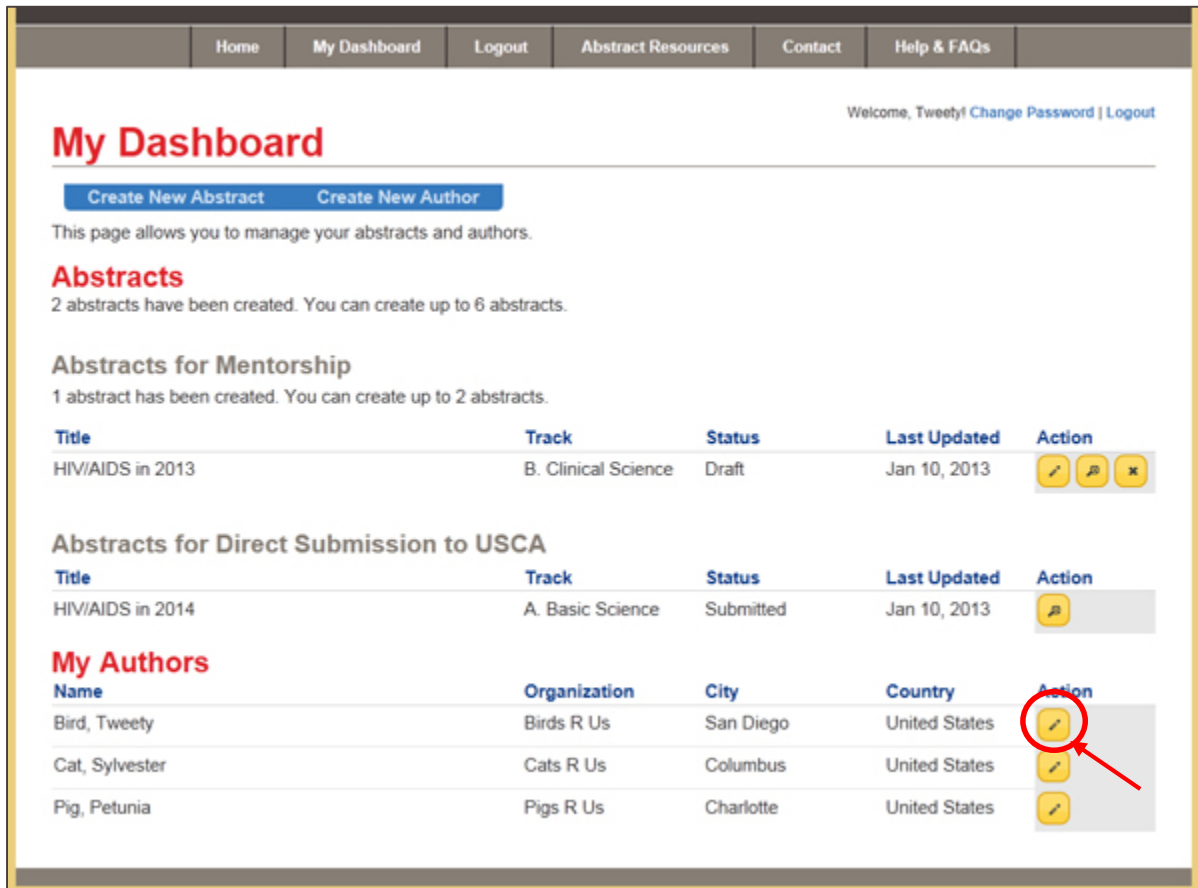
- Click **Open** or **Save**.

A Microsoft Word version of the abstract displays to be opened and/or saved.




## Edit Authors

Information about authors can be updated by selecting the **Edit** icon under **Action** on the **My Dashboard** page.


- Click on the **Edit** icon.






The screenshot shows the 'My Dashboard' page. At the top, there is a navigation bar with links: Home, My Dashboard, Logout, Abstract Resources, Contact, and Help & FAQs. Below the navigation bar, the page title 'My Dashboard' is displayed in red. To the right of the title, there is a welcome message: 'Welcome, Tweety! Change Password | Logout'. Below the title, there are two buttons: 'Create New Abstract' and 'Create New Author'. A message states: 'This page allows you to manage your abstracts and authors.' The 'Abstracts' section shows '2 abstracts have been created. You can create up to 6 abstracts.' Below this, there is a section for 'Abstracts for Mentorship' with '1 abstract has been created. You can create up to 2 abstracts.' This section contains a table with columns: Title, Track, Status, Last Updated, and Action. The table has one row: 'HIV/AIDS in 2013', 'B. Clinical Science', 'Draft', 'Jan 10, 2013', and an 'Action' column with three icons (edit, delete, and a third icon). Below this, there is a section for 'Abstracts for Direct Submission to USCA' with a table with columns: Title, Track, Status, Last Updated, and Action. The table has one row: 'HIV/AIDS in 2014', 'A. Basic Science', 'Submitted', 'Jan 10, 2013', and an 'Action' column with one icon. The 'My Authors' section is at the bottom, with a table with columns: Name, Organization, City, Country, and Action. The table has three rows: 'Bird, Tweety', 'Cat, Sylvester', and 'Pig, Petunia'. The 'Action' column for each row has an 'Edit' icon (pencil) circled in red with a red arrow pointing to it.

Title	Track	Status	Last Updated	Action
HIV/AIDS in 2013	B. Clinical Science	Draft	Jan 10, 2013	  

Title	Track	Status	Last Updated	Action
HIV/AIDS in 2014	A. Basic Science	Submitted	Jan 10, 2013	

Name	Organization	City	Country	Action
Bird, Tweety	Birds R Us	San Diego	United States	
Cat, Sylvester	Cats R Us	Columbus	United States	
Pig, Petunia	Pigs R Us	Charlotte	United States	

The **Edit Author** screen appears.

- Edit the author's information.

When you have finished editing the author's information, you can save or cancel your changes.

- Select **Save** to save your changes.
- Select **Cancel** to cancel your changes.

## Additional Information

If you have created the maximum two abstracts, the **Create New Abstract** option will not display. **Create New Author** can then be selected to add an author to one or both of your



abstracts.

The menu at the top of the Home page includes suggested **Abstract Resources** and links for mentees; a **Contact** screen to input feedback, questions, and comments; and **FAQs** for mentees.



Mentors can provide up to two cycles of review for each abstract.

Mentees can submit up to two abstracts for mentorship assistance and up to a total of six abstracts for consideration for presentation at USCA.

For additional information about using the Web site, please contact the USCA Abstract Assistance office at [conferences@nmac.org](mailto:conferences@nmac.org) or call 202-483-6622.